



Community Academy of Philadelphia
a Pennsylvania Charter School

1100 East Erie Avenue
Philadelphia, PA 19124

T 215.533.6700
F 215.533.6722

www.communityacademy.org

SENIOR PROJECT GUIDELINES 2019-2020

The Senior Project will include both a written and an oral component. In preparation for this project, seniors will work closely with their Senior Advisors and our writing teacher, Ms. Vázquez. In order to fulfill graduation requirements, seniors must pass the written and oral components of the Senior Project.

TOPICS: All seniors have been assigned a topic in their junior year. If the student is new to the school, and they have not been assigned a topic, they should see Ms. Vázquez as soon as possible. Students must generate original and appropriate work.

WRITTEN COMPONENT: Using their assigned topic, students must write a formal research paper. The paper must follow the Modern Language Association (MLA) guidelines and include the following:

- Cover page including an original title, name, homeroom, date, senior advisor, assigned page length and assigned topic. (No fancy fonts, covers or pictures. Please see attached.)
- The title of the paper should also be listed at the top of page 1 of your paper, and the paper must be typed in 12-point-font, Times New Roman. Double-spaced your paper and do not include spaces between paragraphs.
- The title of your paper should not be underlined.
- The student's last name and page number should be indicated in the right-hand corner of each page.
- Proper citations and documentation of sources must be used. Please refrain from using long, unnecessary quotations that are irrelevant to topic.
- A properly formatted Works Cited page must be included. – Note: A helpful website for putting together the MLA Works Cited page is www.citationmachine.net, The Purdue Online Writing Lab (OWL) or www.easybib.com.

MINIMUM PAGE LENGTH/NUMBER OF RESEARCH SOURCES:

- Ø **AP 10 pages**, at least *one* book, *three* other – at least one reference per page (from any source)
- Ø **10 pages**, at least *one* book, *two* other – at least one reference per page (from any cited source)
- Ø **8 pages**, at least *one* book, *two* other – at least one reference per page (from any cited source)
- Ø **6 pages**, at least *one* book, *one* other – at least one reference per page (from any cited source)
- Ø **4 pages**, at least *one* book, *one* other – at least one reference per page (from any cited source)



Students should use the above as a guide when writing their paper. Students must meet minimum page lengths and are encouraged to stay within their assigned page lengths, e.g. an 8-page paper should be 8-9 pages in length. Students should depend heavily on reliable sources. Reliable sources include journals, periodicals, magazine articles and books written on their topic.

Students are allowed to use up to three reputable internet sources in addition to the required book sources. They should choose their sources wisely. Students should use scholarly sites approved by their advisors. The Wikipedia Internet site, or any “wiki” site, is not acceptable as a legitimate source. Encyclopedia of any kind are not legitimate sources for this level of research.

TURNING IN YOUR PAPER: On the morning the paper is due, students must:

1. Hand in **TWO, stapled copies** of their paper.
2. Submit a copy of their paper on a **flash-drive**.
3. Save a copy of the paper on **GOOGLE DOCS**.

Students will submit their work to their homeroom teachers no later than 8:10am on the morning written components are due. Any student who turns in the paper after that time (that is, 8:11am and later) will have points deducted from the paper. The paper will be considered late. No plastic covers, folders or binders will be accepted with the paper.

FLASHDRIVES: A student’s flash-drive should be **clearly labeled** with the student’s name and homeroom. Otherwise, the flash-drive will not be accepted. The flash-drive FILE should be labeled with your name and assignment. (Example: “Kevin Smith, Senior Project”). Students should not save anything else on this flash-drive. The flash-drive will be submitted to Ms. Vázquez and will be returned once the file has been downloaded. Students will not receive their flash-drives right away. Therefore, they should plan to save their other schoolwork on a different flash-drive. Students should also plan to keep a backup copy of their senior project for their records.

MICROSOFT WORD: The research paper should be saved under Microsoft Word as a .doc or .docx file (Notepad, WordPad, Works, etc. is unacceptable). **Work will only be accepted on time if the document is turned in with a flash-drive and saved using Microsoft Word.** If we are unable to open the flash-drive, the paper will not be considered on time and will be returned to the student. Late points would then be applied to the paper.

PLAGIARISM/LOSS OF HONORS/DEDUCTIONS:

- All papers will be checked for plagiarism. Should a student’s work be guilty of plagiarism, not only will 15 points be deducted from the re-write, but the student, should he/she have honors, will lose his/her honor status at graduation.
- If a student fails the paper, ten points will be deducted from every re-write completed.
- If a student fails the final paper and the student did not submit a rough draft, ten points will still be taken off the rewrite.



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FAILED AND PLAGIARIZED PAPERS: If the student fails (or has plagiarized) the paper and the rewrite, he/she will fail the written component. Only students who have handed their papers in on time will be allowed to submit a rewrite. Any student wishing to hand in a project after that due date must file a formal letter of appeal with the Principal, Ms. O'Brien. Her decision will be final.

LATE PENALTIES FOR THE WRITTEN COMPONENT: Students are expected to hand the project in on time. Students who choose to hand in late projects will be penalized 10 points each day; this includes papers that are handed in with a parent/doctor's note.

Ø **NOTE:** Any student who has passed all three sections of the Keystone exams are exempt from completing the written portion of this senior project. They will automatically receive a Pass for the requirement. They are, however, still required to complete and hand in their thesis statement on the assigned day.

ORAL COMPONENT: Using this same topic, and the written component as a basis, seniors must give an oral presentation using PowerPoint. Students may also use other audio or visual aids, such as photographs, posters, maps, or audio video excerpts, to complement their presentation, but they should not be a distraction to the project. (Video and audiotape excerpts will be limited to 1 minute, which will NOT count towards the time requirement.) Students MUST do their oral presentations on the assigned day and must be in room H-28 ON TIME. Assigned dates may not be changed unless otherwise specified by the Principal, Ms. O'Brien.

Students should save their work on a flash-drive or in Google Docs, and they should bring their flash-drives with them on their assigned presentation date. The flash-drive should be labeled with the student's name and PowerPoint topic. One printed copy of slides is also required on the day of presentation. Students should make an attempt to have their slides printed on 1-3 pages. Students may not be in room H-28 if it is not their day to present. This is a stressful time for some students. We do not want to add to their anxiety by having other students present in the room. Teachers, however, are encouraged to sit-in on presentations. As a courtesy to the students presenting, everyone should enter the presentation room quietly.

LENGTH OF PRESENTATIONS:

- Ø 10 minutes, at least 9 slides of content
- Ø 8 minutes, at least 7 slides of content
- Ø 6 minutes, at least 5 slides of content
- Ø 5 minutes, at least 5 slides of content*
- Ø 4 minutes, at least 4 slides of content

(*Any student who has passed all three sections of the Keystone exams is assigned a 5-minute oral presentation time.)



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Students should use the above as a guide when preparing their presentation. Presentations must be well prepared and practiced. Simply reading from the visual aide, including a PowerPoint presentation, is not acceptable. Points will be deducted. Students must know their material and engage their audience. Note cards are not allowed. A works cited page is mandatory but does not count towards the required slide number. Cover pages, thesis statement slides and picture slides do not count as content slides.

LATE PENALTIES FOR THE ORAL COMPONENT: Students **MUST** present projects on the assigned day or they will receive a zero for the presentation and a failing grade for their project, therefore, not fulfilling the graduation requirement. Students wishing to do their presentation after that date must file a formal letter of appeal with the Principal, Ms. O'Brien. Her decision will be final.

GRADING: Projects will be graded using 100-point scale rubrics with the scoring categories of High Pass (95 and above), Pass (60 to 94), and Fail (59 and lower). These scores will be documented on each student's report card. An "H" will be used to represent a high pass. A "P" will indicate a pass. An "F" will indicate a failure and an "I" will represent an incomplete. Students must receive a passing grade in both the written component and the oral component. Projects receiving an "I" must be completed between June 15th and August 15th.

Please Note: The Senior Project is **MANDATORY**. It is a graduation requirement that students pass the written and oral component separately with a score of 60 or above to pass. Both the senior advisor and Ms. Vázquez will be assisting students throughout the process. **Policies and procedures, including dates, are subject to change. Students must keep in touch with their advisors and check Upper School Assignments Regularly.**

VERY IMPORTANT: Students who fail the written component of the senior project will be required to enroll in the Twilight Credit Recovery program which will begin in February 2020. This program will run during after school hours and does have a fee of \$150.00. Students who fail and who do not enroll in or pass Twilight Credit Recovery will not walk at graduation and will be required to go to summer school to fulfill the credit.



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TIME FRAME

Assignment:	Due Date:	Please Note:
TYPED Thesis Statement (To be handed into your English teacher and then to Ms. Vazquez for review. This will count as a grade in their English class)	Friday, September 13, 2019	<i>Students should already have their thesis statements written. Work should be revised and finalized before being turned in.</i>
TYPED Rough Draft (To be handed into Ms. Vazquez for review and as a grade towards the project. Be ready to submit flash-drives with rough draft. Plagiarized rough drafts will not receive credit.)	Wednesday, November 13, 2019	<i>Handwritten papers will NOT be accepted. The rough draft is worth ten points of the written component. Rough drafts more than one page shorter than required length will not be accepted. This includes papers that are not filled to the bottom of the page or papers whose margins have been altered. Late rough drafts will also NOT be accepted.</i>
TYPED Written Component (Two, printed copies of the paper and your flash-drive will be handed into Ms. Vazquez)	Wednesday, January 8, 2020	<i>Students MUST hand in their written component before they will be able to attend the prom or the Overseas trip. Students must pay back cost of trip to the school should they fail to submit the paper.</i>
Oral Component (On the day of your presentation, please print out a copy of your presentation to submit).	Oral presentations will begin February 10, 2020	<i>The official start for the Oral Project presentations commence shortly after written components are submitted. Students MUST submit appears and give their presentation on the assigned date. Failure to show up on your ASSIGNED date will result in an F for the presentation.</i>



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Original Title Goes Here

Your NAME goes here

The DUE DATE goes here

Your HOMEROOM goes here

Your TOPIC SUBJECT goes here

Name of your ADVISOR goes here

NUMBER OF PAGES Assigned to you goes here